

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
HONOLULU, HAWAII

January 25, 1980

MEMORANDUM 1980-3

TO: Heads of Departments and Agencies
FROM: Hideo Murakami, Comptroller
SUBJECT: Payment for Discounted Airline Tickets

Payment for airline tickets before trips are taken has not been permitted in the past because frequent changes in trips made the control of such payments difficult, and because of the concept expressed in Sec. 40-56 that payment should be made only after services had "been received in good order and condition".

Due to significant discounts that now occur from time to time, including savings from early bookings because of an anticipated future increase in air fare, a limited change is being made to past policy, as described below.

In order to take advantage of any air fare discounts and savings offered for early payment, payment for airline tickets before trips are taken will be permitted under the following conditions:

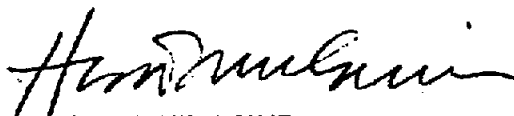
- (1) The vendor's invoice must indicate the cost of the ticket before, and the cost of the ticket after, the date by which the State can take advantage of the discount or the savings. This information must be put on the invoice by the vendor and be authenticated by the vendor's signature.
- (2) Payment of the invoice must be vouchered under a separate Summary Warrant Voucher marked "Discount Airline Ticket".
- (3) The following certification, signed by the responsible fiscal or business officer, must appear on the face of the Summary Warrant Voucher:

"I certify that adjustments, if any, will be promptly made for changes in amounts due to changes in trip(s), as ticketed, and that I will be personally responsible for obtaining and depositing any refunds due the State because of the adjustments.

Signature	Title	Date"
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- (4) Travel approvals relating to these payments are to be submitted to DAGS Pre-Audit Branch with the voucher being processed for the payment, or prior to submission of the voucher.

It is recognized that certain travel agencies impose additional charges whenever trips are cancelled, or for other changes. Accordingly, caution should be exercised under this revised policy for early payment to avoid any additional charges that result in unnecessary expenditure of public funds.



HIDEO MURAKAMI
Comptroller